

February 11, 2004

The Regular Meeting of the Rockingham County Board of Supervisors was held on Wednesday, February 11, 2004, at 3:00 p.m. at the Rockingham County Administration Center, Harrisonburg, Virginia. The following members were present:

PABLO CUEVAS, Election District #1
CHARLES W. AHREND, Election District #2
DEE E. FLOYD, Election District #3
MICHAEL A. BREEDEN, Election District #5

ABSENT:

WILLIAM B. KYGER, JR., Election District #4

Also present:

JOSEPH S. PAXTON, County Administrator
G. CHRIS BROWN, County Attorney
STEPHEN G. KING, Deputy County Administrator
JAMES L. ALLMENDINGER, Director of Finance
JERRY D. BAUSERMAN, Deputy Fire & Rescue Chief
WENDELL J. EBERLY, Director of Recreation and Facilities
JENNIFER M. HOOVER, Director of Public Works
FRANKLIN P. O'BYRNE, Director of Information Systems
STEPHEN R. RIDDLEBARGER, Director of Human Resources
ROBERT A. SYMONS, Fire & Rescue Chief
WILLIAM L. VAUGHN, Director of Community Development
DOTTIE L. BOWEN, Deputy Clerk
DONALD F. KOMARA, Resident Engineer
Virginia Department of Transportation

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CALL TO ORDER

PLEDGE OF ALLEGIANCE AND INVOCATION.

Chairman Ahrend called the meeting to order at 3:00 p.m.

Community Development Director Vaughn led the Pledge of Allegiance, and Supervisor Floyd gave the Invocation.

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APPROVAL OF MINUTES.

On motion by Supervisor Floyd, seconded by Supervisor Cuevas and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - AYE; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; the Board approved the Minutes of the Regular Meeting held on January 28, 2004, with a name correction on page 18.

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STUDENTS WELCOMED.

The Board welcomed students from James Madison University and Turner Ashby High School.

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RESOLUTION NO. 04-02 -WANDA D. WILT.

On motion by Supervisor Cuevas, seconded by Supervisor Floyd and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - AYE; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; the Board adopted the following resolution. The Board presented to Ms. Wilt a framed copy of the resolution along with a commemorative plaque.

RESOLUTION NO. 04-02

WHEREAS, Wanda D. Wilt, Town of Broadway, served as a member of the Broadway Town Council from July 1, 1988, to June 30, 1994, and as Mayor of the Town of Broadway from July 1, 1994, to January 31, 2004; and

WHEREAS, Ms. Wilt served on the Rockingham County Board of Supervisors from January 1976 to December 1977; and

WHEREAS, during Ms. Wilt's service to the Town of Broadway, the Town received a national award for economic development, secured an additional water source, established the Broadway Hometown Partnership, established the Industrial Development Authority and constructed a new maintenance facility; and

WHEREAS, during Ms. Wilt's service on the Rockingham County Board of Supervisors, the County instituted an ordinance granting tax relief for the elderly, adopted a Comprehensive Land Use Plan, hired William G. O'Brien as the County's second county administrator, recognized a number of fire companies and rescue squads as an integral part of the County's public safety program, instituted a special assessment for agricultural and forestal properties, and set in place a centralized bookkeeping and accounting system for the County; and

WHEREAS, the Town of Broadway and Rockingham County are better places to work and live because of the contributions made by Ms. Wilt;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Rockingham, Virginia, that said Board does hereby recognize and congratulate Wanda D. Wilt as she celebrates her retirement as Mayor of the Town of Broadway; and

BE IT FURTHER RESOLVED that the Board of Supervisors expresses its sincere gratitude to Ms. Wilt for her many years of service to the community and wishes her well in the coming years.

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TRANSPORTATION DEPARTMENT.

The Board heard Mr. Komara's report on the activities of the Transportation Department.

He advised of a hearing scheduled for February 12, 2004, at the Harrisonburg Sheraton, at 4:00 p.m., on the EPA review of proposed improvements to I-81. Mr. Vaughn will represent the County. He also advised of a public meeting scheduled for Wednesday, February 18, 2004, at Keister Elementary School in Harrisonburg, for review of the preliminary design of the proposed Erickson Avenue/Stone Spring Road Connection project from 0.327 miles west of Garbers Church Road to Peach Grove Avenue. He suggested a representative of the County attend this meeting since VDOT has planned, in the Secondary Road Six-Year Plan, improvements at the end of this project which will connect over to Port Republic Road.

On motion by Supervisor Breeden, seconded by Supervisor Floyd and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - AYE; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; the Board indicated the County's intent to participate in the FY2004-05 Revenue Sharing Program by providing up to \$500,000 to be matched 50/50 by the State, and approved the eligible item of work recommended to be undertaken with these funds - Project 0644-082, from Route 33 to Route 646, improve existing two-lane hard surface roadway to a four-lane facility that can handle present and future development. (On January 14, 2004, the Board requested participation in the amount of \$100,000 for the same project, 1.02 miles north Route 646 to 0.02 mile south Route 1330, to reconstruct the existing hard surface road, in the event that any funds remain unallocated after initial allocations are made.) The Board further indicated that it would entertain consideration of additional revenue sharing matching funds should other additional funds become available for FY 2003-04 or FY 2004-05.

On motion by Supervisor Cuevas, seconded by Supervisor Breeden and carried by a vote of 4 to 0, voting recorded as

follows: AHREND - AYE; BREEDEN - AYE; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; the Board endorsed a Federal TEA 21 Project grant as requested by CrossRoads Valley Brethren-Mennonite Heritage Center in the amount of \$166,240.

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COUNTY ADMINISTRATOR'S STAFF REPORT.

The Board received and reviewed Mr. Paxton's staff report dated February 6, 2004, concerning the Harrisonburg/Rockingham SPCA, District Courts Renovation, Circuit Court Clerk request, Parks & Recreation Master Plan, and Radio System proposals (evaluation of options continues).

He reported that the Juvenile & Domestic Relations Courts have requested some minor modifications to the planned improvements in this building which appear to be minor in cost and will be accommodated by the contractor.

He reported that Chairman Ahrend and a member of the Recreation Commission would meet with staff to review the proposals and select the firms to interview for preparing a Parks and Recreation master plan for the County.

On motion by Supervisor Breeden, seconded by Supervisor Floyd and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - AYE; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; the Board authorized staff to forward to the Harrisonburg/Rockingham SPCA a check in the amount of \$1,062.16, received from the Virginia Department of Motor Vehicles for the County's share of the Animal Friendly license plate sales for the previous year, with specific instructions that all of these funds are to be used for the sterilization of dogs and cats.

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COUNTY ATTORNEY'S STAFF REPORT.

Mr. Brown did not have a written report but was present to answer questions.

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DEPUTY COUNTY ADMINISTRATOR'S STAFF REPORT.

Mr. King did not have a written report but was present to answer questions.

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FINANCE DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. Allmendinger's staff report dated February 5, 2004, including information concerning landfill and water billings, credit and collection efforts, Augusta County shared fire and rescue costs, purchase order processing and control, Eden Software upgrade, Shenandoah Valley Partnership meeting, request to Governmental Accounting Standards Board, billing for Social Services legal services, Chamber of Commerce program, FY2005 Budget activities, and Interim Financial Statements.

In response to a question from Supervisor Cuevas concerning incentives for customers to pay their past-due landfill and water accounts, Mr. Brown advised that a significant reduction has been made in the last few months by seeking judgments and legal remedies.

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HUMAN RESOURCES DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. Riddlebarger's staff report dated February 11, 2004, concerning proposed amendments to the Employee Handbook regarding the regular appointment probationary period and the introductory welcome.

On motion by Supervisor Cuevas, seconded by Supervisor Breeden and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - AYE; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; the Board adopted the following amendments to the Employee Handbook.

Job Vacancies & Appointments

Regular Appointment is an appointment made to all regular full-time or regular part-time positions as approved and budgeted by the Board of Supervisors. **Every** regular full-time **and regular** part-time employee must serve a probationary period of six months **beginning on such employee's first day of work. Employees transferring from one department to another department within the County must complete a six-(6) month probationary period within the new department. If an employee has been employed previously by**

the County in essentially the same position within the same department, that employee's length of service will be counted towards the required probationary period as long as the break in service does not exceed one (1) year.

Temporary Appointment is an appointment made to a position that is funded on a temporary or seasonal basis. Since a temporary appointment is limited to a twelve (12) month period, the employee does not serve a probationary period but the time worked may be counted toward the completion of a probationary period, if the individual is selected for an appointment to a regular full-time or regular part-time position immediately following a temporary appointment.

**Annual Leave
(Vacation)**

Annual leave begins to accrue when an employee starts to work and builds based upon length of service. The rate that an employee earns annual leave and the maximum amounts that you may carry at the end of any calendar year is determined by the years of service. Years of service are determined on your anniversary date of hire. Please refer to the chart to determine leave entitlement.

Years of Service	Monthly Rate (hours)	Maximum Yearly Amounts (hours)
0 up to 5	8	192
5 up to 10	10	240
10 up to 20	12	288
20 or more	14	336

The maximum number of hours accrued for annual leave may not be exceeded at the end of the calendar year or at the date of the employee's termination of employment or separation. ***In no event may an employee use more annual leave than has been accrued.***

The use of more than 10 days of annual leave must be approved in advance by the Department Head and the Director of Human Resources.

The total record of employment in government service in Virginia may be used in determining the rate of annual leave accrual when a new employee is hired ***or when a former County employee returns to work for the County,*** if approved in advance by the Director of Human Resources. Accrued leave balances will not be transferred from the previous position(s).

Employees in certain departments may be required to take one full week of vacation. Currently, employees in the Finance and Information Systems departments are required;

however, if deemed necessary other Department Heads may implement this same requirement. ***Use of annual leave***

during the probationary period is discouraged; however, the Department Head may approve annual leave use at his or her discretion.

When employment ends, the terminating employee will be paid for all unused annual leave up to the maximum yearly amount allowed for **his or her** years of service. ***Payment will be made in accordance with the County's 401(a) Plan.***

Welcome

Welcome to Rockingham County.

Each employee's job is important to this County's continued growth and prosperity. We are all working toward a common goal, to build a stronger and better organization. By working together we will better serve our customers and the citizens of Rockingham County.

We believe it to be our responsibility to keep you accurately informed of our County's policies and procedures. This Handbook is a summary of the principles for which we stand, the benefits that we offer, and the obligations you assume as an employee.

Please read your Handbook carefully and keep it for reference. If you should have any questions concerning the policies or benefits outlined in this booklet, please ask your supervisor or department head or direct your questions to the Department of Human Resources. We will be glad to help you.

It is a pleasure to welcome new employees and to extend best wishes for success, as your career becomes part of the growth and progress of our County. We are sincerely proud to have you as a member of our team.

Sincerely,

Joseph S. Paxton
County Administrator

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PUBLIC WORKS DIRECTOR'S STAFF REPORT.

The Board received and reviewed Ms. Hoover's staff report dated February 5, 2004, including information concerning progress on the sewer project for Route 11 North; Lilly Gardens; Countryside water system; Penn Laird

Drive and Water Tower Road sewer; Lakewood/Massanetta Springs pump station, Spotswood High School waterline extension, Wal-Mart water and sewer project, and the Three Springs back-up power. She introduced Phillip Rhodes, new Engineering Technician.

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COMMUNITY DEVELOPMENT DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. Vaughn's staff report dated February 5, 2004, including information concerning February 18 work session on Draft Comprehensive Plan, priority projects underway, tabled requests, and upcoming requests.

Mr. Paxton announced that there would be a work session for the Board and staff to discuss the draft Comprehensive Plan on Wednesday, February 18, 2004, at 3:00 p.m. The work session will be open to the public.

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INFORMATION SYSTEMS DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. O'Byrne's staff report dated February 5, 2004, including information concerning including concerning projects for the ICHRIS server, the Courthouse, videoconferencing, Web Page re-redesign, Eden Gold Financial Software upgrade, Personal Property Software re-write for the Commissioner of the Revenue Office, Real Estate/Reassessment/Land Use Software re-write for the Commissioner of the Revenue Office (nearing completion); equipment for desktop computer software updates, Community Development laptop computer and the County Attorney's office.

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FIRE AND RESCUE CHIEF'S STAFF REPORT.

The Board received and reviewed Chief Symons' staff report dated February 3, 2004, including information on training, prevention division activities, and public education.

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RECREATION AND FACILITIES DIRECTOR'S STAFF REPORT.

The Board received and reviewed Mr. Eberly's staff report dated February 5, 2004, including information on cleaning and repairs at the Rockingham County Business and Technology Center, renovations at the Plains District Community Center and the District Courts building, proposed roof repair at the Administration Center, proposals received for the proposed Comprehensive Parks and Recreation Master Plan, and Recreation programs.

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CITIZENS AGAINST SEXUAL ASSAULT (CASA).

The Board heard a presentation concerning the activities of Citizens Against Sexual Assault of Harrisonburg & Rockingham County, presented by Gianna Gariglietti, Executive Director.

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EXECUTIVE COMMITTEE - CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION (CSPDC).

On motion by Supervisor Cuevas, seconded by Supervisor Breeden and carried by a vote of 4 to 0, voting recorded as follows: AHREND - AYE; BREEDEN - AYE; CUEVAS - AYE; FLOYD - AYE; KYGER - ABSENT; the Board nominated William L. Vaughn to stand for the Executive Committee of the Central Shenandoah Planning District Commission

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COMMITTEE REPORTS.

The Board heard Committee reports by Board members and staff.

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CLOSED MEETING.

On motion by Supervisor Breeden, seconded by Supervisor Floyd and carried by the following vote: AHREND

- AYE; BREEDEN - AYE; CUEVAS - AYE; FLOYD - AYE; and KYGER - ABSENT; the Board recessed the meeting from 4:02 to 4:30 p.m. to discuss threatened litigation and a specific legal matter, as set forth by Virginia Code Section 2.2-3771(A) (7).

At 4:30 p.m., Chairman Ahrend called the meeting back to order and the following motion was adopted.

MOTION: SUPERVISOR BREEDEN RESOLUTION NO: X04-02
SECOND: SUPERVISOR FLOYD MEETING DATE: FEB. 11, 2004

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Rockingham County Board of Supervisors has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board of Supervisors that such Closed Meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Rockingham County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Board of Supervisors.

VOTE:

AYES: AHREND, BREEDEN, CUEVAS, FLOYD

NAYS: NONE

ABSENT: KYGER

Dottie L. Bowen, Deputy Clerk

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INFORMATION ITEMS.

Received the following Information Items from the County Administrator:

- a. Received Report from Planning District 6, Virginia Cooperative Extension for October - December 2003.
- b. Minutes of meeting held on January 22, 2004, by Moseley Architects, concerning District Courts Project.

- c. Letter dated January 20, 2004, from Elkton Area United Services, expressing appreciation for the County's support.
- d. Letter dated January 27, 2004, from VDOT, transmitting its most recent Quarterly Report.
- e. Letter dated January 21, 2004, from Virginia Association of Counties, inviting Mr. Paxton to serve as a member of the Finance Steering Committee.
- f. Rent/Lease Payments Report for January 2004.
- g. Note from Sheriff Farley expressing appreciation for the County's consideration when his mother recently passed away.
- h. Letter dated February 2, 2004, from VDOT regarding Interstate 81 Corridor Improvement Study Local Government Scoping Meetings.
- i. Copy of Proclamation, signed by Chairman Ahrend, declaring February 23, 2004, "Sam Shrum Day."

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ADJOURNMENT.

By consensus, the Board adjourned the meeting at 4:30 p.m.

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Chairman